



## Notice of Funding Availability (NOFA) 2023 Federal and State Transit Funding Super Call Capital, Planning, Administrative, Operating, and Mobility Management Projects

July 5, 2022

The Colorado Department of Transportation's (CDOT) Division of Transit and Rail (DTR) is issuing the calendar year 2023 call for projects. All eligible capital, planning, administrative, operating, and mobility management transit funding projects DTR funds with Federal Transit Administration (FTA) and/or State funds on an annual basis are available for application at this time.

The NOFA and corresponding reference materials are being issued to describe the funding opportunities available, applicant and project eligibility, applicant local match requirements, application preparation and submission guidelines, evaluation criteria, and DTR application review process.

A complete description of the policies and procedures governing DTR's federal and state funding application and award process can be accessed by viewing the most recently FTA approved State Management Plan: <https://www.codot.gov/programs/transitandrail/assets/state-management-plan>.

### Application Submission Requirements and Timelines

All required application and supporting documentation, regardless of project type (*with the exception of ZEV transition planning, which is submitted via email*), is to be submitted in DTR's online award management system, COTRAMS. Current COTRAMS user guidance can be viewed in the [COTRAMS Community User Manual Version 4](#).

If an applicant has never received transit grant funding from CDOT, or has not received transit grant funding from CDOT in the last three years, a **New Applicant Questionnaire is required to be completed and submitted to Emily Barden at [emily.barden@state.co.us](mailto:emily.barden@state.co.us)**. The **[New Applicant Questionnaire](#) is due by email no later than 5:00 pm MDT, Friday July 15, 2022**.

This questionnaire is intended to determine an applicant's eligibility for Federal or State funding passed through from CDOT. For more information about the minimum threshold criteria to submit an application, please review DTR's State Management Plan, [Chapter 3](#), subsection 3.4.1: Applicant Minimum (Threshold) Requirements. If it is determined the applicant is eligible, a COTRAMS user ID and password will be issued for application submission in COTRAMS.

Each applicant, regardless of project application type, must complete and submit in COTRAMS a Pre-Application Agency Update, located under the Tasks Pending Action – Pre Applications header, as well as update applicable Capital Inventory records, *prior* to submitting any online project funding applications. **An applicant will not be allowed to submit a final funding application until both the Pre-Application Agency Update and Capital Inventory are current.**

**Application due dates are staggered by project type.** All applications will be available in COTRAMS starting on July 5, 2022. Due to internal CDOT application review requirements, DTR has chosen to stagger the application project type due dates. The table below highlights when applications are due. Applications can be submitted ahead of the due date, but are required to be submitted no later than 11:59 pm on the due date. **Late applications will not be accepted or considered for funding.**

Application Type	Application Due Date
<b>5311 Administrative/Operating New/Expansion Projects</b> Funding Applications <b>5310 Operating and Mobility Management Projects</b> Funding Applications	<b>August 19, 2022</b>
<b>Vehicle Capital Projects to Include Settlement</b> Funding Applications	<b>September 2, 2022</b>
<b>Other Capital Projects &amp; Planning Projects</b> Funding Applications	<b>September 30, 2022</b>

## Available Funding and Eligibility Requirements

In releasing one annual call for projects, DTR is requesting application submission on the basis of project type, not available funding programs. As a result, all supporting reference documentation available regarding this call for projects is structured by project type, not funding program.

The following reference documents outline the types of funding programs available by project type; applicant program and project eligibility; applicant local match requirements; and requisite evaluation criteria. A [glossary](#) of common terms is also available for review.

- [Operating/Administrative/Mobility Management Application Guidance](#)
- [Planning Application Guidance](#)
- [Capital Application Guidance](#)
- [Settlement Capital Application Guidance](#)

## What's New For 2023?

- The Colorado Transportation Commission has approved a [five-year baseline methodology](#) for the allocation of 2023-2028 5311 operating and administrative funding for *existing 5311 funding recipients* only. **Therefore, the requirement to apply for annual operating and administrative funding to be allocated under the 5311 program is no longer required.**

- The process for executing a 2023 5311 operating and administrative funding contract for existing 5311 providers will be managed outside of the annual application process and a DTR staff person will be contacting all existing 5311 funding providers to confirm eligibility and contract requirements.
- All applicants seeking funding for vehicle types available on CDOT DTR Master Price Agreements must **use these price agreements as a basis for cost and procurement in order for the vehicle application to be considered for funding.**
  - Applications for individual, agency-led procurements of vehicle types that CDOT has available for purchase through their Master Price Agreements will not be considered for funding. This new requirement minimizes federal procurement requirements violation risk at both the state and subrecipient level.
  - In order to determine if the vehicle needed by an applicant is available for purchase on a current Master Price Agreement, please review the following sales sheets and supplemental information:
    - [CDOT DTR ADA Vans Master Price Agreement Requirements and Offerings](#)
    - [CDOT DTR ADA BOC Master Price Agreement Requirements and Offerings](#)
  - In addition to the requirement of using the Master Price Agreement for pertinent vehicle types, applicants must include a ***current (2022 dated) cost estimate derived by RAE Consultants, Inc.*** with their submitted application materials.
  - **Given the time needed to validate pricing and generate a final cost estimate for the application, applicants are required to contact Ann Beauvais: [ann@raeconsultants.com](mailto:ann@raeconsultants.com) no later than Friday, July 15, 2022 to schedule a meeting to discuss their vehicle needs with RAE Consultants staff and begin the cost estimate process. All applicant cost estimate meetings will occur between July 18-29, 2022 and all final cost estimate documents to attach with the application will be provided by RAE Consultants no later than August 17, 2022.**
  - In addition, previously, Master Price Agreement vehicle cost estimates were only valid through the application and review timeframe, and then, if awarded, were modified at the time of award and contract. For 2023, the application cost estimate price derived in August 2022 will remain valid at the time of award and contract, and serve as the baseline price for applicant budgeting purposes.

## Application Selection Appeals Process

All applicants, including those not awarded funding, will be notified of project funding awards. Once the awarded applicant agencies have accepted the awards for the selected projects, DTR will publicize the project list which will include, for transparency purposes, comments indicating the primary reason(s) an application or project was not selected for funding. If an application is denied, the grounds therefore will be given to the applicant. Applicants not awarded funding may reapply in the future for project requests that were denied.

The Department (CDOT DTR), recognizing the substantial financial impact its grant programs can have on organizations and individual applications, will provide applicants with the right to protest a grant denial or award amount decision. This right is provided in order to ensure the proper administration of the Division of Transit and Rail programming, encourage thorough review of applications and denials, promote a transparent exchange of information, and provide an opportunity to applicants to avail themselves of the Department.

The Department fully recognizes the important implications of its grant funding decisions, and it is the Department's firm belief that applicants whose requests are denied or whose award amounts are reduced should have the opportunity for further review and consideration by the Department.

For this reason, the Department hereby provides all applicants who have had an application for a grant denied or reduced the opportunity for further consideration and review, followed by a final agency decision. To exercise this opportunity, applicants must, within 30 days after receipt of the formal grant notification:

- Send a protest letter to the Director of the Division of Transit and Rail at the following address: 2829 W. Howard Pl., Denver, CO 80204.
- State in the subject line of the letter that it is a protest of a grant decision requiring a response within 45 days. (This ensures Department staff are aware of the immediacy of the letter.)
- Clearly state in the letter the application to which it applies and the grounds for protest.

While the Department does not want to unnecessarily burden applicants with what to include in their protest letter, these requirements and procedures ensure the Department timely receives the protest and has sufficient information to meaningfully evaluate the decision. The Department shall have no obligation to respond to any letter which fails to conform to the above requirements.

Upon receipt of the protest letter, the Director of the DTR may contact the applicant to discuss the matter further. If the Director of the DTR and the applicant are unable to resolve the issue upon contact, the Director of the DTR will refer the protest to the Chief of the Office of Innovative Mobility. The Chief of the Office of Innovative Mobility will consult with appropriate executive management on the matter and will, thereafter, issue a letter containing the final decision of the agency on the issue. Unless extended by agreement of the Department and the applicant, the Chief of the Office of Innovative Mobility shall issue a final agency decision no later than 45 days after the Department's receipt of the protest letter.

Applicants are encouraged to continue applying for any grants for which they may be eligible in the meantime.

2022 Capital Award Funding Announcements are now available for public review.

[A-List](#)

[C-List](#)

[B-List](#)

[Unfunded/Partial Funded/Revised Applications](#)